

MEMORANDUM

TO: Bureau Chiefs
FROM: Chief, FBIB
SUBJECT: Reception Log

24 Sept 48

1. The Reception Log (sample attached) is designed as a replacement for the technical "Progress Report" now submitted to Washington weekly by most Bureaus. It is desired that use of the Log become standard procedure at all bureaus, except London, and that copies be airmailed weekly to this office and to other field bureaus with overlapping coverage range.

2. An initial supply of forms has been shipped to each bureau; Bureau Chiefs will maintain this supply by requisition.

3. The following procedure will be used in preparing the Log:

a. All broadcasts scheduled for monitoring will be listed. All press transmissions will be listed on a separate set of sheets.

b. Monitoring technicians will enter "first numeral" and "middle letter" according to the definitions on the form. First numeral is an evaluation of carrier strength. Since signal strength meters register interference as well as carrier, aural observations must be made on the strength of the monitored signal only.

c. Middle letters, as indicated, provide notations on the characteristics of the signal or interference.

d. Second numeral is the processing monitor's index of intelligibility, corresponding generally to adjectives used on monitor's summaries (see Processing Manual, p.9),

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- 0 - Unmonitorable
- 1 - Untextable
- 2 - Very Poor
- 3 - Poor
- 4 - Fair
- 5 - Good

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To Chiefs, Field Bureaus

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September 1948

This numeral is to be entered on the same sheet immediately after the other ratings by the monitor himself or on the basis of the monitor's oral or written report. Separate reception reports by monitors may be discontinued. Omission of the second numeral will indicate that the broadcast was intercepted for technical monitoring only and not processed. Second numeral will be entered against Morse transmissions by Morse Monitoring Technician.

e. Spot checks and collations are required to insure uniform interpretation of all symbols.

L. K. WHITE

Encl.:
Reception Log Sample

Distribution:
Tokyo
Kauai
Reseda
Silver Hill
Cyprus

cc: Cairo

cc: Admin.
PKE:gmr

~~RESTRICTED~~
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FOREIGN BROADCAST INFORMATION SERVICE RECEPTION LOG							BUREAU						
							FOR WEEK						
							FROM	TO					
BUREAU CHIEF							INITIALS OF OPERATOR ON DUTY						
TIME (EST)	CALL	FREQUENCY	LOCATION	DIR	PGM	LNG	SUN	MON	TUE	WED	THU	FRI	SAT

SYMBOLS			
FIRST NUMERAL	MIDDLE LETTER	SECOND NUMERAL	
0 —No carrier audible 1 —Very weak signal 2 —Weak signal 3 —Moderate strength 4 —Strong signal 5 —Very strong signal	A —Atmospherics C —Code interference E —Echo (ionospheric) F —Fading H —Heterodyne J —Jamming L —Local interference M —Improper modulation N —No modulation P —Poor audio quality R —Radioteletype interference S —Voice station interference T —Transmitter trouble Y —Frequency varies	0 —Unintelligible 1 —Mostly unintelligible 2 —50% intelligible 3 —Mostly intelligible 4 —Occasional word missing 5 —Fully intelligible	

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